Workforce Accelerator Fund 7.0 RFA

Q&A

November 2, 2018

Q: 1) Is the CSU or UCs eligible to apply for a grant?

A: Eligible applicants for this RFA include Local Workforce Development Boards, labor organizations, K-12 education entities, Community Colleges, adult schools, county social services agencies, community-based organizations, business related non-profit organizations, and workforce intermediaries. A for-profit private business or a for-profit consortium of businesses cannot be the lead applicant but can be a partner on the Project Team.

Q: 2) Is it allowable to apply for WAF 7.0, with different partners, if the organization has a WAF 6.0 project already in progress?

A: If the proposal falls under one of the three categories and does not DUPLICATE the 6.0 proposal, yes. A New project, Scaling and replicating original project through the Innovation Impact category, or addressing system barriers under a System Change project would be acceptable.

Q: 3) What is the definition of low-income workers?

A: For Workforce Accelerator, the WIOA definition of Low Income Worker is used.

Q: 4) Are grantees required to competitively procure partners that are written into proposals as experts, innovators or customers?

A: Proposed partners or team members do not fall under procurement rules. They are subgranted. Any contracts for services would fall under local procurement rules.

Q: 5) On page 15 of the RFA, it states the applications are due on December 14th. Is the due date the 3rd or the 14th?

A: The RFA has been corrected. Application are due on December 3rd by 3PM PST. The Application Workshop is going to be held on November 14th at 2PM.

November 9, 2018

Q: 6) When and where is the Application Workshop?

A: The Application Workshop is a webinar/conference call on Wednesday November 14, 2018 at 2PM. Those who register will receive login and call in instructions on Tuesday, November 13. RSVP here.

Workforce Accelerator Fund 7.0 RFA

Q: 7) Can a Customer from our 6.0 grant be eligible to be an Innovation Impact Advisor for 7.0?

A: Technically, yes if they were very involved in the project. Their role and contributions in the 6.0 project should illustrate their ability to advise on an impact project.

Q: 8) Can a member of the project team play more than one role? For example, could an "innovators" partner also be listed as a "customers" partner?

A: Yes and no. Each team member category must have a unique individual representing that category. If there are multiple individuals in a team category, one person could represent the unique individual in one and a member of the other two categories.

Q: 9) Can the project team include multiple partners for each group (experts, innovators, customers)?

A: Yes.

Q: 10) Can an entity be a lead in one WAF 7.0 application, and named as a partner in another WAF 7.0 applications?

A: Yes.

Q: 11) Are both the Project Narrative and the Project Team description to be completed in Form A: Narrative? If so, does that mean that up to 2.5 pages of Form A would be devoted to project narrative and up to one page devoted to project team description for a total of up to 3.5 pages?

A: The Project Team description is separate from the Narrative and has a 1 page limit. You may attach it directly to the Narrative as an additional page or you can submit it separately.

Q: 12) In past years, federal funds were allowable as match. Is this still the case?

A: Yes

Q: 13) Would it be OK for an Innovation Impact proposal to draw from multiple previous WAF projects? (Same Impact Advisor on all projects.)

A: Yes. An advisor would be still required so be sure to acknowledge who that person is, their role in previous projects and their role in the proposed project.

Q: 14) Can you find an advisor as a new applicant?

A: A new project applicant does not require an advisor. If you are replicating a previous accelerator project you would have knowledge of that project to replicate or scale the success. If you are interested in a particular project's work, you can contact CWDB and we can connect you.

Q: 15) What is the range in award amounts for new applicants?

A: On page 12 of the RFA, you will find the "up to" grant amounts for each category.

Q: 16) Can you send out a transcript of the Q&A as well?

A: All Q&A from the webinar is captured in this posting.

Q: 17) If we have a NICRA for over the 10% admin limit, are we still limited to 10%?

A: Yes. 10% of Admin Cost for this grant means **Admin cost = Admin + Indirect Cost** must be equal to or lower than 10% of the awarded amount. The correct application is to apply your indirect cost rate to your *total* organizational funding and then distribute it evenly amongst your programs. If your indirect cost + your direct admin is more than 10% of the grant total, then you cannot charge all of your indirect costs to the grant. Please refer to WIOA for guidance on administrative costs to ensure that you are not over classifying costs as admin. For example rent, utilities, and supplies related to all staff other than fiscal and administrative support staff, should be charged to program.

Q: 18) What is the CWDB's relative priority in funding applications among the four different project types?

A: The funding priority is equal. What we eventually award will depend largely on what we receive, how applications coming out of the scoring process, geographic distribution, and diversity in populations served among other factors.

Workforce Accelerator Fund 7.0 RFA

Q: 19) Given that the technical assistance (TA) is to be provided to the successful Accelerator 7 Projects and they won't be known at the time of application, are you looking for primarily technical assistance rather that specific content areas? Or are you asking that TA applicants propose a wide range of potential content areas to be applies based on need?

A: We are looking for general technical assistance based on what is outlined in the RFA. You also can propose any other team members that have specific expertise that would support the Accelerator effort.

Q: 20) If an organization has multiple offices and has won a grant in one office but is applying from another office would they count as a previous applicant?

A: It will be based on the project, project team, prior proposal rather than who the applicant was. If you are an applicant who proposed a project in 6.0 and you have a different project that you want to propose from a different office that would be a completely different project.

Q: 21) Can you explain the 1:1 replication requirement for Impact Innovation.

A: Innovation Impact projects take a successful previous accelerator project or elements of a successful accelerator project and replicate either in another geography, with a different population, or with different system partners. There are different ways you can bring replication or scale to a successful project or elements to a successful project.

Q: 22) Is there a list of Accelerator projects somewhere?

A: Yes, prior Accelerator projects are attached as an appendix on the RFA. Executive summaries can be found on the Workforce Accelerator initiative page in the Material Library.

Q: 23) Can two separate applicants/agencies apply for support of the same program?

A: Yes but would need to have two different "big ideas" and separate teams in order to be competitive.

Q: 24) When will the full application packets be available for download?

A: Application packets are available for download on the Workforce Accelerator initiative page.

Q: 25) With folks experiencing homelessness as an intended population to serve, would these individuals qualify under the Long Term Unemployed category?

A: Yes. Be sure to indicate the population on the matrix and address in the narrative.

Q: 26) Is it conceivable that matching funding be met entirely by in-kind matching?

A: Yes.

Q: 27) What are acceptable "match" sources for new projects? What have others used in the past?

A: Acceptable matches would be any cash or in-kind.

Q: 28) Will there be any other application workshops offered prior to the due date?

A: No. The slide deck is available on the Workforce Accelerator initiative page and all the Q&A from the application workshop is captured in this posting. If you have any additional questions, please send them to CWDBInfo@cwdb.ca.gov.

Q: 29) Is there any function for potential project applicants or partners to connect on the CWDB website?

A: No, not on the state board website. We have a LinkedIn group. The LinkedIn group is "Workforce Accelerator Fund – Grantees, Partners & Stakeholders."

Q: 30) Are you focused on any particular industry?

A: No.

Q: 31) Do award amounts increase for repeat applicants if they're able to demonstrate success?

A: No.

Q: 32) Is there a mechanism to apply to be a coach/TA provider to grantees in this program?

A: That is one of the application categories. You could also connect with the entity who gets awarded the 7.0 TA to discuss being a part of the coaching team. Until someone is awarded, we have no way to connect you.

Q: 33) Out of the target populations listed, which are highest priority?

A: All the populations listed are a priority. However, re-entry and immigrant job seekers could receive additional points in the scoring. How you get additional points would be proposing a project that primarily targets the above-mentioned population/s and proposing a team that includes people who have expertise in serving that population.

Q: 34) Are there any regulations that would keep an adult school operating in a county jail from applying as a new project?

A: No.

Q: 35) Can Community Colleges, if the applicant, be any of the team roles?

A: Yes.

Q: 36) Should the project teams be listed as individuals or institutions?

A: Project teams should be listed as individuals. We want to know who the person is and what their role is on the project.

Q: 37) You said that if the expert has direct experience with ex-offenders or immigrant workers, they could receive extra points?

A: Yes. Any applications submitted that targets either ex-offenders or immigrant workers and has someone on the team who has experience or expertise in serving the aforementioned population/s in your application could receive additional points.

Q: 38) Will this PowerPoint be available for us to download?

A: Yes.

Q: 39) Will the questions and answers during the webinar be posted?

A: Yes.

Q: 40) Can we get extra "immigrant" points if they are included in one of our groups that we are assisting? For example, if we focus on homeless, there will be a portion of immigrants included.

A: To maximize the opportunity to receive extra target population points, the population you are going to serve should be the primary group.   On the matrix for the application you will check immigrant job seeker as the population served. Indicate how that population will be served and document what your project proposes to do to remove specific barriers for this population.

Q: 41) On the Budget Summary document, column D is titled "WIOA 15 Percent Funds". What does "15 Percent Funds" refer to?

A: It's about Awarded Funds versus Matching Funds. The funding source of the WAF 7.0 is from WIOA 15 Percent Governor's Discretionary Funds. It is called 15 Percent Funds because WIOA reserves 15 percent from formula funds for the Governor to fund state-led job innovative training initiatives like Accelerator.

Q: 42) If the applicant for Impact Innovation category is a previous WAF grantee, an Impact Innovation Advisor is not required?

A: An Advisor is still required. Someone has to be named as the Advisor but they can be from a previous project. It is not necessary to reach out to someone else to be your advisor. They can be part of the original team but indicate them as the person that will take that role in the new application. Describe their previous contributions to the original project and outline what they would contribute to the proposed project.

Q: 43) Can a totally new applicant apply for Technical Assistance and Support?

A: Yes.

Q: 44) Can you confirm if these funds originate at the state level, or are they federal pass through?

A: These are federal dollars from the WIOA 15% Governor's Discretionary Funds.

Q: 45) In terms of team roles, does the applicant need to be the Expert?

A: No, the applicant could play any role on the team.

Q: 46) Can the nonprofit apply for more than one program?

A: Yes.

Q: 47) Are multiple applications allowed?

A: Yes.

Q: 48) Where will the Communities of Practice be held? How far in advance are Communities of Practice events planned?

A: Accelerator 7.0 will hold two Communities of Practice events during the grant period. Likely one event in Southern California and another in Northern California. You will receive several months advance notice prior to both events.

Q: 49) Can this grant pay for staff time for a partner agency to assist on the project?

A: Yes.

Q: 50) Can you please talk about the requirement for match?

A: Match requirements are outlined on page 12 of the RFA.

Q: 51) Do we find the application packet at www.cwdb.ca.gov?

A: Yes. On the Workforce Accelerator initiative page.

Q: 52) Can the matching funding be in-kind?

A: Yes.

Q: 53) You had mentioned that we should budget travel expense of at least one person to attend at least 3 learning sessions in Sacramento (cross project communication). Should this be part of our asking amount or additional to project budget?

A: Project proposals should include in their budget exhibits, travel costs for at least three team members to attend 2 in-person convenings during the grant period. This cost should be included in your total ask and match.

Q: 54) Can other federal funds be used as match?

A: The only exclusion would be funds from another WIOA grant that stipulates those funds may not be used as a match for another WIOA grant.

November 21, 2018

Q: 55) Are fiscally sponsored non-profit organizations eligible to apply?

A: If your organization is registered as a non-profit, you are eligible to apply.

Q: 56) Under the allowable expenditures, can employers be incentivized to participate in piloting a program proposed in the application? For example, if the program is apprenticeship and a cost or barrier to piloting is employee wages, can a portion of the grant be used towards the employer to help with this expense and then a portion of the wages be used as the match?

A: Employers can utilize On-the-job Training (OJT) as a means to mitigate the costs associated with "skills upgrading and loss of production for the training of newly hired employees." When an employer offers OJT to a participant, the grant fund can cover up to 50 percent of the participant's wages and the employer pays for the rest of the portion. The employer's contribution can be used as matching funds.

Q: 57) We are interested in partnering with a university to submit under the New Accelerator Project category targeting ex-offenders. Would a university be eligible to apply for the Accelerator grant directly?

A: If the University is NOT registered as a "For Profit" entity, it is an eligible applicant. For profits may be part of a team, but not the applicant.

Q: 58)   Under Innovation Impact Project Narrative Table, bullet 6, "Provide an outline and strategies…?" Would a chart work best for this bullet point after two pages of narrative that responds to the first five bullet points? If chart is to be submitted, as well as in the attachments, can the font size be smaller than 12 pt.?

A: The Project Narrative is for the broader context of the project, whereas the Work Plan is for detailing the specific events to be completed within certain time frame.

All applications must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments. For details on page limits and required forms and attachments for each project type, refer to *Section 4: Application Requirements, Award, and Contracting* on pages 16-17 of the RFA on the Workforce Accelerator Initiative page.

November 30, 2018

Q: 59)   Can an organization serve as the lead on more than one project? Specifically a new project and as a technical assistance provider.

A: Yes.

Q: 60)   My question is regarding the page limitation and how to submit our application if we are applying under the New Accelerator Project and Systems Change categories. Do we need to fill out two different applications or do we have to combine our answers for both categories (new accelerator and systems change)? Can you clarify how we should proceed with page limitations?

A: You would submit two applications: an application for New Accelerator Project and an application for System Change Project. The application narrative and Project Matrix for each project type address different project design and requirements.

Q: 61)   Should those responding to the Accelerator 7.0 Technical Assistance and Support category budget for the hard costs of the Community of Practice meetings (facilities, meals, AV, registration, tools and materials reproduction etc.)? If so, how many people should be budgeted for at each of the two gatherings? What is the desired duration (single day, multiple days) of such meetings? Do you have particular dates and locations in mind? Will CWDB team members participate in the planning of these meetings?

A: Yes, applicants should budget the hard cost of the Community of Practice meetings. Items to include in the budget are facility, AV (if needed for the facility or cannot get donated), meals, and staff time and travel. Items you would not include are registration, materials reproduction, other functions that can be easily provided by state board staff

There are two gatherings, all day event from 9:30 AM to 4 PM. No dates yet, but probably around mid-grant period and latter third. In our last gathering, there were 125 attendees.

Yes, CWDB staff are very involved in early planning, setting tone and theme, desired outcomes, etc.

Q: 62) **If we currently receive funding from Accelerator 6.0, how should we address the overlap between the 6.0 and 7.0 budget cycles in the 7.0 budget?**

A: A new grant and its proposed budget should be considered completely separate from any other grant, as should the proposed activities.

Q: 63) **There is a Project Narrative form (2.5 page limit) and a Project Matrix form (also 2.5 pages). For the New Accelerator Project, do both of these forms need to be completed? Additionally, page 16 of the RFP under Page Limits indicates that the Project Team Description is limited to one page, but unlike the Project Narrative Form, there is no additional form titled "Project Team Description". Should the "Project Team Description" information be included on the Project Narrative Form making the Project Narrative a maximum of 3.5 pages, or does the 2.5 page limit of the Project Narrative Form include the 1 page for the Project Team Description?**

A: Both the Project Narrative and the Project Matrix form must be completed to be considered a competitive application. The Project Team Description is also required and does not have a template. You may include an additional page for the Project Team Description with the Project Narrative form or submit it separately. The additional page must adhere to the page limit with one-inch margins, single-spaced, in a font no less than 12 point.

Q: 64) **Do we need to fill out two different applications or do we have to combine our answers for both categories (New Accelerator and Systems Change)? Can you clarify how we should proceed with page limitations?**

A: If you are applying for both the New Accelerator Project and System Change Project, you need submit two separate applications. Each project type has different requirements with its own page limit for each section.

Q: 65) **Can you please confirm the submission date? 12/3 and 12/10 are found in various documents.**

A: Applications are due on December 10, 2018 by 3PM PST.

Q: 66) **Can a WAF 6.0 awardee apply again as a new applicant to 7.0, and focusing on a different population and different service area?**

A: Yes, but if scaling or replicating a 6.0 project, the application would be an Impact Project. If a completely new "big idea", then it would be a New Project application.

Q: 67) **If our school district currently operates a successful Innovative program/project, but the program did not start through a previous WIOA Accelerator grant, can we apply to scale,**

increase and/or replicate that project to serve a new geographic region, or partner with a new agency to serve new students within the targeted populations?

A: No, a proposed Impact Project will scale/replicate a previously funded Accelerator Project. You can apply for the New Accelerator Project.

Q: 68) Under Technical Assistance Budget: the budget narrative form asks for detail by sub-contractor, we don't yet know how and where they will be deployed (plan to base that on client needs). Similarly, the travel line calls for detail on travel that can't be known until the projects are selected, dates and times for the convenings selected and a work plan approved. Would it be acceptable to create pools of funds for these two line items? Should all meeting costs be captured in "other costs"?

A: Subcontractor can be "TBA" and applicant should describe in their narrative how this will be determined, followed by details in quarterly reports, if awarded.

Travel should be estimated by number of TA staff estimated to attend and number of events/locations (Northern California & Southern California). Applicant should put the costs in "Other Costs" and explain what makes up that line item. For example, other-meetings $100, supplies $50, misc. $20.

Q: 69) The supplemental Budget Form states "all contractual services must be competitively procured in accordance with federal and state procurement regulations and policies." If agencies and individuals apply together as a collaborative (under the umbrella of one agency) and as such they will be contracted by the agency. Can we assume that the procurement requirement will be waived? I would assume this issue would apply to all of the partners in the other grant categories as well.

A: Please refer to EDD directive WSD 18-06 Subrecipient vs. Contractor distinction https://www.edd.ca.gov/jobs_and_training/pubs/wsd18-06.pdf. Subrecipients (those are responsible for carrying out a programmatic portion of the award) <u>do not</u> fall under the procurement requirements. Contractors (vendors, dealers, distributors, merchants, or other sellers providing goods or services) must be procured.

Q: 70) In the Technical Assistance Work Plan, the form only has 6 quarters identified; yet the TA Contractor will extend to March of 2021 – totaling eight quarters. Should we add additional quarters to the form? Also the format currently provides limited space for activities in each quarter. Would it be acceptable to add lines to quarters as appropriate?

A: Yes, applicant may add additional quarters and lines to each quarter.

Q: 71) The Budget Narrative has a line that states; salaries equal Total Salaries Paid plus Benefits (WIOA 15%). What does the WIOA 15% mean – simply staff paid by the grant?

A: The salary equation refers to the salary(ies) or portion of salary(ies) paid by the grant. "WIOA 15%" refers to WIOA dollars in the Governor's 15% Discretionary Budget.

Q: 72) With regard to the WAF 7.0 RFA, my organization is planning to be the lead applicant on an Innovation Impact Project in Santa Clara County. We were also asked by another organization (in Alameda County) to serve in a Technical Assistance role for their application. Would serving in a TA role on another organization's application present a conflict of interest or preclude us from being considered for our own application?

A: No, as long as the proposed activities are distinct and separate.

Q: 73) Can you provide a definition of 'immigrant job seekers and their families'?

A: Immigrant job-seeker (or immigrant worker) is an individual with an immigrant status seeking education and employment who is WIOA eligible.

Q: 74) When filling out Exhibit F & F2, where do I put the funding line item for the Impact Innovation Advisor? Contractual Services or Other?

A: The project can budget up to $50,000 for the Advisor expenses, including salary. The Advisor expenses should be entered in Line O under "Other" on Form F, Budget Summary.

Q: 75) Which column should we use for our total requested fund in the Budget Summary? Should we use Total Project Budget column? What is the WIOA 15% Funds column used for?

A: The total requested fund should go under "Requested Amount" of the Cover Page. In the Budget Summary, you would break down the total requested amount, total project budget, and leveraged fund for each line item. WIOA 15% refers to the WIOA dollars in the Governor's 15% Discretionary Budget that funds Accelerator – so the column is where you put your proposed use of grant dollars.

December 7, 2018

Q: 76) For the narrative with the 2.5 page limit, does this narrative page limit include the table in the project narrative sheet? So essentially because the table takes up close to half a page, would it be OK for the narrative to end at the bottom of the third page?

A: Yes.

Q: 77) If a current Innovation Impact project is wanting to replicate/scale their existing project under a new Innovation Impact project, does the original project/project team need to be involved or will the current project team suffice? How does this work with the role of Advisor?"

A: The original project team must be involved in all Innovation Impact projects – even if the project has evolved from the original. This also applies to the role of the Advisor. However, having more than one Advisor and/or project team members from each iteration of the original project will make your application stronger.

Q: 78) Does the narrative template serve as a cover page for the 2.5-page narrative (hence the narrative starts on a separate page for a full 2.5-page narrative) or as a header for the text to start right below the organization contact info (hence the narrative will take up 2.5 pages with 2.0-page of texts).

A: The Cover Page and Narrative are two different documents; both documents can be found under *Forms* at Workforce Accelerator Fund Initiative page. The 2.5 page limit narrative starts below the organization contact information.

Q: 79) What is the meaning of DBA/AKA on the Accelerator application cover page?

A: DBA stands for 'doing business as' and AKA means 'also known as' – if the applicant uses a secondary name include this here.

Q: 80) The RFA discusses a naming convention for the Zip file that will include all the components of the application. Is there a naming convention for the individual component files?

A: There is no specific naming convention for each document but it would be most useful if the name of the Exhibit (A, F, F2, etc.) is included. Do keep file name short as long file name will prevent the State Board from opening these documents.

Q: 81) On Exhibit F - Budget Summary, column E, 'Amount Leveraged' is hidden. Is that column required to document match?

A: Column E should not be hidden, unhide the column and include the leveraged fund amounts in this column.

Q: 82) On Exhibit F2 - Budget Narrative, all cost categories are listed with the exception of indirect Costs. Should we add to the narrative or is it not required for Exhibit F2?

A: If your project is allocating grant funds for Indirect Costs then it should be documented on line item N of Exhibit F. It is not necessary to include on Exhibit F2.

Workforce Accelerator Fund 7.0 RFA

Q: 83)   We are trying to determine if our previous proposal is similar to the project we are proposing for 7.0. It looks like the stated award announcement for this grant is different than the RFA. Would it be possible to receive an Executive Summary of the projects funded in Accelerator 6.0?

A: The Executive Summaries for Acceleration 6.0 can be found at Workforce Accelerator Fund: Materials Library